

Middlesex Community College
ANNOUNCEMENT OF ANTICIPATED POSITION OPENING
Veterans Services Associate (Educational Assistant)
Part Time, Renewable for the Duration of the Grant

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Middlesex Community College, 100 Training Hill Road, Middletown, CT 06457

Hours: Part-time, 18 hours/week

Salary: \$24.94/hour

Closing Date: March 15, 2013

Anticipated Start Date: Spring 2013

Preferred Knowledge, Skills and Ability:

Bachelor's degree and one to three years of experience in student services, advisement or other higher education related field. Excellent communication skills; both written and oral presentation skills. Experience using the Banner student system preferred. Experience with Veteran Services strongly preferred. Special consideration given to military veterans.

An understanding of the mission of the community college is essential. In addition, the following core skills are required: demonstrated involvement in support of diversity, demonstrated ability to respond to and work with multiple constituencies, and demonstrated computer literacy.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

General Responsibilities:

Under the Health and Life Sciences Career Initiative (HL-SCI) Work Plan, Middlesex Community College is developing curriculum to initiate new programs and to revise existing programs in health care and life sciences. The Veterans Services Associate (VSA) will provide academic advising and retention strategies for veteran students in these academic areas. The VSA will serve as one of the college's School Certifying Officials, processing enrollment certifications, notices of change of enrollment, and periodic verification of pursuit of training. The primary functions of the VSA will be to: 1) Guide veteran students to appropriate resources concerning college admission application processes, available educational benefits for veterans and dependents, and applying for educational benefits online, 2) Review and evaluate academic and military transcripts, verify credit transfer, and provide curriculum checks to ensure degree track, and graduation requirements are aligned, 3) Coordinate with appropriate college departments for testing, academic advising, campus life and student support services and other college departments for the success and retention of veteran students, 4) Coach College staff on veteran educational policy and procedure and distributes timely updates, 5) Serve as liaison between Middlesex Community College and Veteran community partners, 6) Maintain institutional and veteran data for reporting to college administration, community partners, and appropriate reporting agencies, 7) Represent Middlesex Community College at various community veteran and military functions/events as appropriate, and 8) Periodically meet and communicate with the system HL-SCI groups and committees, including One-Stop Career Centers, Workforce Investment Boards and employers

Application

Instructions:

Send letter of intent, resume, [Board of Regents application](#), names and addresses of three references and college transcripts to:

Jennifer Hobby—Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

OR via email to: MX-HR-Recruitment@mxcc.edu

For more information about Middlesex Community College, please go to our website: www.mxcc.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.